



# Liquor License Application

Applicant's name \_\_\_\_\_

DBA business name \_\_\_\_\_ Phone \_\_\_\_\_

Business address \_\_\_\_\_  
Street City State ZIP

Applying as a ☐ sole owner ☐ corporation ☐ limited liability company ☐ partnership

1. Select the business type that best describes the type of business to be licensed

- ☐ Tavern – defined as any licensed premises that sells liquor by the drink which derives the majority of its annual gross sales from alcoholic beverages and does not qualify to be categorized as a restaurant-bar, amusement place or place of entertainment
- ☐ Restaurant-bar – defined as any establishment having a restaurant or similar facility on the premises which derives 50 percent or more of its annual gross sales from the sale of prepared meals and food made and consumed on the premises, or which has an annual gross sales of at least \$200,000.00 from the sale of prepared meals and food consumed on the premises. For the purposes of determining whether an establishment qualifies as a restaurant-bar under the provisions of this chapter and calculating the amount and percentage of annual gross sales from the sale of prepared meals and food, any nonalcoholic components mixed or served in any alcoholic beverage shall be considered to be part of the alcoholic beverage and shall not be considered to be prepared meals and food.
- ☐ Convention hotel or motel – defined as any hotel or motel containing not less than 100 transient guestrooms, having a meeting room or similar facility with a seating capacity of not less than 50 persons and having a restaurant on the premises
- ☐ Drugstore – defined as a retail store centrally featuring a pharmacy that dispenses prescription medication and sells over-the-counter medications as well as other miscellaneous items which includes but is not limited to products such as candy, cosmetics, cleaning supplies, light refreshments, magazines and paperback books
- ☐ Cigar and tobacco store – defined as a retail store of tobacco products which primarily specializes in selling various forms of tobacco and tobacco accessory products which includes but is not limited to pipes, lighters, matches, pipe cleaners, and pipe tampers
- ☐ Grocery store – defined as a retail store that primarily sells food
- ☐ Convenience-grocery store – defined as a small retail business that primarily stocks a range of everyday items which includes but is not limited to groceries, snack foods, confectionery, toiletries, soft drinks, tobacco products, magazines and newspapers
- ☐ General merchandising store – defined as a retail business that sells a number of lines of merchandise which may include but is not limited to dry goods, apparel and accessories, furniture and home furnishings, small wares, hardware, toys, automotive products and food
- ☐ Confectionery store – defined as a retail business that primarily sells bakers and sugar confections which includes but is not limited to sweets, candies, candied nuts, chocolates, chewing gum, pastillage, sweet pastries, cakes and other baked goods
- ☐ Liquor store – defined as a retail business that primarily sells pre-packaged alcoholic beverages
- ☐ Other \_\_\_\_\_

2. Proposed days and hours of operation \_\_\_\_\_

3. The business will provide the following ☐ breakfast ☐ lunch ☐ dinner ☐ **not applicable**

4. I am applying for the following (**check all that apply**)

- ☐ change in ownership of an existing liquor licensed business (If there are no licensing changes, proceed to question 14)
- ☐ original liquor license ☐ expansion of premises ☐ DBA name change ☐ transfer of location
- ☐ Sunday liquor license ☐ sidewalk café (restaurant/bar only) ☐ change of managing officer
- ☐ upgrade of license ☐ manufacturer ☐ extended hours (3 a.m.) liquor permit (retail sales-by-drink **only**)
- ☐ annual catering permit ☐ wholesaler ☐ other \_\_\_\_\_

The application fee for each item checked above must be submitted with the application – see the corresponding checklist for the listed application fee (if any)

5. Type of license for which you are applying (**check all that apply**)

- ☐ full retail sales-by-drink      ☐ malt liquor/light wine sales-by-drink (14% alcohol or less)  
☐ full retail sales-by-drink specialty      ☐ malt liquor sales-by-package (5% alcohol or less - Sunday license included)  
☐ full retail sales-by-package      ☐ full alcoholic beverage wholesaler (sales to retailers or wholesalers)  
☐ 22% or less alcoholic beverage wholesaler (sales to retailers or wholesalers) ☐ 5% or less malt liquor wholesaler (sales to retailers or wholesalers) ☐ full liquor manufacturer ☐ beer manufacturer ☐ wine manufacturer ☐ microbrewery

If you are applying for a **package** license, do you also want a tasting license? ☐ yes ☐ no

6. If you are applying for a **Sunday license**, please indicate the license type

- ☐ Retail sales-by-drink Sunday      ☐ Retail sales-by-package Sunday      ☐ **not applicable**

7. If you are applying for an **extended hour's permit**, please indicate business type

- ☐ Retail sales-by-drink business      ☐ Retail sales-by-drink convention hotel/motel      ☐ **not applicable**

8. Indicate all **entertainment** to be provided. If you are applying for a **change in entertainment**, indicate new additions only

- ☐ video games / amusement devices      ☐ pool table      ☐ darts      ☐ pinball      ☐ jukebox  
☐ dancing/dance hall      ☐ DJ      ☐ semi-nude dancers (must have zoning clearance)  
☐ live music  
☐ live entertainment (describe) \_\_\_\_\_

**Outdoor entertainment provided:** ☐ DJ ☐ live music ☐ dancing ☐ other \_\_\_\_\_

**Total number of all multi coin-operated amusement devices** \_\_\_\_\_ (A multi coin-operated machine or device is one which is capable of being played by the insertion therein of more than one coin, disc or other insertion piece, or operated thereby winning free plays or free games, or for the purpose of increasing the number of free plays or free games which may be won)

**Total number of billiard/pool tables** \_\_\_\_\_ **Total number of all other coin-operated amusement devices** \_\_\_\_\_

9. Interior occupant capacity \_\_\_\_\_ Exterior occupant capacity (if used for customer seating) \_\_\_\_\_

10. Interior square feet \_\_\_\_\_ Exterior square feet \_\_\_\_\_ how many **total** floors will be licensed? \_\_\_\_\_

Will one or more exterior patio(s) be licensed? ☐ yes ☐ no Location(s) (circle) **north south east west**

Will one or more exterior deck(s) be licensed? ☐ yes ☐ no Location(s) **north south east west roof**

-----**This section ONLY: Current licensees please write "on file" next to any question where applicable**-----

11. Managing officer's name \_\_\_\_\_ E-mail address \_\_\_\_\_

Home phone \_\_\_\_\_ Work phone \_\_\_\_\_ Mobile phone \_\_\_\_\_

Address \_\_\_\_\_  
Street City State ZIP

12. Do you currently or intend to employ any person who has been convicted of a felony? ☐ yes ☐ no

If yes, give details \_\_\_\_\_

13. Do you own or intend to purchase this business? ☐ yes ☐ no If yes, provide the following information

Date of purchase \_\_\_\_\_ Purchase price \$ \_\_\_\_\_

14. Do you rent or lease the premise? ☐ yes ☐ no If yes, provide the following information

Landlord's name \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Address \_\_\_\_\_  
Street City State ZIP

Monthly rent or lease payment amount \$ \_\_\_\_\_ Term of rent or lease agreement \_\_\_\_\_

15. Property owner's name \_\_\_\_\_

Address \_\_\_\_\_  
Street City State ZIP

----- **Financial information** -----

16. Total investment amount to set up the proposed business \$ \_\_\_\_\_

Source of funds \_\_\_\_\_

17. List the names of all person(s), firms or corporations that have provided or will provide money to purchase or set up this business and indicate amounts \_\_\_\_\_
18. Does or will the former owner have any interest, directly or indirectly, in this business?    ☐ yes    ☐ no    ☐ n/a  
If yes, give details \_\_\_\_\_
19. Does your landlord have any interest, directly or indirectly, in this business?    ☐ yes    ☐ no    ☐ n/a  
If yes, give details \_\_\_\_\_
20. List all corporations, limited liability companies and partnerships for which you and all owners of this business (the members of the corporation, LLC or partnership) are members or are directly or indirectly involved
- \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_
- \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_
- \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

----- If the business is a **corporation**, complete this section -----

21. Name of corporation \_\_\_\_\_  
State of incorporation \_\_\_\_\_ Date of incorporation \_\_\_\_\_
22. List the names and titles of all corporate officers (attach additional sheet if necessary)
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
23. List the names with the number of shares and percentages held by each stockholder who holds 10 percent or more of the capital stock (attach additional sheet if needed)
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

----- If the business is a **limited liability company**, complete this section -----

24. Name of limited liability company \_\_\_\_\_  
State of organization \_\_\_\_\_ Date of organization \_\_\_\_\_
25. List the names of all members and percentages of each LLC member's interest (attach additional sheet if needed)
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

----- If the business is a **partnership**, complete this section -----

26. List names of general and limited partners, and the number of units owned by each (attach additional list if necessary) \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

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No distiller, wholesaler, winemaker, brewer or supplier of coin-operated amusement devices or the employees, officers or agents thereof have any financial interest in the business and I will not accept from any such person(s), equipment, money, credit or property of any kind except ordinary commercial credit for liquor sold.

This application is not being made as a subterfuge to allow a person, other than myself, to obtain a license to sell alcoholic beverages in my name for his or her benefit.

I agree to promptly report any changes in the information within this application to the Manager of Regulated Industries Division.

I authorize and consent to the examination, by the Manager of Regulated Industries Division and/or his authorized representatives, of my business books, bank accounts and other records to verify the source of funds and terms under which this business is being purchased.

I agree to allow the Manager of Regulated Industries Division and/or authorized representatives to conduct necessary investigations into financial and possible criminal records at banks and police agencies respectively.

I will at all times permit the entry of any officer or investigator who may have legal authority of the purpose of inspection or search, and will permit the removal of all things and articles that may be in violation of the Code of Ordinances of the City of Kansas City, Missouri, and the laws of the State of Missouri.

I agree to comply with the provisions of Chapters 10 and 50 of the Code of Ordinances of the City of Kansas City, Missouri, and I will not violate any ordinances of the city, laws of the state or laws of the United States in the conduct of the business.

If I receive a sidewalk café permit, I will abide by section 64-168(c)(2) of the Code of Ordinances of the City of Kansas City, Missouri, as I agree to defend, indemnify, and hold harmless the city and any of its agencies, officials, officers, or employees from and against all claims, damages, liability, losses, costs, and expenses, including reasonable attorneys' fees, arising out of or resulting from any acts or omissions in connection with the operations of the applicant caused in whole or in part by the applicant, its employees, agents, or subcontractors, customers or caused by others for whom the applicant is liable, regardless of whether caused in part by any act or omission of city, its agencies, officials, officers, or employees.

I, \_\_\_\_\_, being of lawful age and duly sworn upon my oath, declare that I have read the application and fully understand same and that I know the contents thereof and the answers and statements contained therein and the same are true.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**OFFICE USE ONLY – DO NOT WRITE IN SPACE BELOW**

**-----INVESTIGATOR-----**

**Application** recommended for:    ☐ Approval        ☐ Disapproval                      Date: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contingency and other items needed prior to issuance of license: \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_

**License** recommended for:    ☐ Approval        ☐ Disapproval                      Date: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Regulated Industries Division Investigator

-----INVESTIGATIONS SUPERVISOR -----

**Application** recommended for:    ☐ Approval        ☐ Disapproval                      Date: \_\_\_\_\_

Comments: \_\_\_\_\_

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**License** recommended for:        ☐ Approval        ☐ Disapproval                      Date: \_\_\_\_\_

Comments: \_\_\_\_\_

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Regulated Industries Division Investigations Supervisor

-----ASSISTANT MANAGER -----

**Application** recommended for:    ☐ Approval        ☐ Disapproval                      Date: \_\_\_\_\_

Comments: \_\_\_\_\_

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**License** recommended for:        ☐ Approval        ☐ Disapproval                      Date: \_\_\_\_\_

Comments: \_\_\_\_\_

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\_\_\_\_\_  
Regulated Industries Division Assistant Manager

-----MANAGER -----

This application & license are hereby:        ☐ Approved                      ☐ Disapproved

Comments: \_\_\_\_\_

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Regulated Industries Division Manager                      Date

